

**CONFIDENTIAL**

8 October 1974

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Functional Training Division

SUBJECT : Course Report, DDO Operations Orientation  
for DDS&T, 16-20 September 1974

25X1A 1. The first two days of this one week full-time course were held at Headquarters and the last three days at the [REDACTED] 25X1A [REDACTED]. This course is run twice a year. In the spring, it is integrated into the DDS&T Career Development Course. The fall running is intended for DDS&T professionals who either had the Career Development Course before this week was integrated into it or will not take that course.

2. The objectives of this course are to prepare the students to:

- (a) Know how to deal effectively with the DDO through understanding of its mission and organization.
- (b) Understand the techniques employed in the collection of S&T intelligence and the difficulties inherent therein.
- (c) Recognize the capability and limitation of clandestine S&T intelligence collection.
- (d) Form more meaningful S&T requirements for clandestine collection.

25X1A 25X1A These objectives were met, according to the students themselves and my observations based on three days of intimate contact with each one at [REDACTED] at the [REDACTED]. All of the students indicated that what they learned in the course would help them in their work and several expressed the opinion that it should be given to the careerists as soon as possible after their EOD.

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Student Body

3. Sixteen students were enrolled, all from DDS&T. Their average grade was GS-10.16. This included one GS-15, four GS-14's, and two GS-7's. (See Attachment A, Course Roster).

Schedule

4. No major changes were made in the course schedule. However, each speaker updated his material to include recent developments and changes. As is usual in this course, the speakers limited their formal presentation to that necessary to orient the students and devoted about half their time to informal discussions with the group. (See Attachment B, Course Schedule).

Student Reaction to the Course

5. Like previous DDS&T groups all class members participated actively in the discussions and their questions were pertinent and courteous. All of the students stated that the course in addition to being useful was one of the most interesting they had attended and all commented favorably on the speakers' presentations. Barring any significant changes in the world situation or in DDO orientation, no changes are recommended for the next running of this course.

[REDACTED]

Chief Instructor

25X1A

Att: as stated

*Tentative*  
DDO DETAILED SCHEDULE

Monday, 10 February:

0800-0900 Class Administration  
0900-1000 Introduction to the Directorate of Operations PS/PG  
1015-1215 The DDO Staffs Plans Staff  
Lunch  
1330-1530 The DDO Requirement System and S&T Collection DC/R&R/SE  
25X1A 1545-1645 [REDACTED] Station Activities WH

Tuesday, 11 February:

0800-0900 Class Administration  
0900-1010 Domestic Collection Division DCD  
1015-1130 Division D Div D  
1130-1230 Lunch  
1230-1330 How a Headquarters Division Operates EA  
1340-1645 Target China EA

Wednesday, 12 February:

0800-0900 Class Administration  
0900-1200 Target Russia SE  
1200-1300, Lunch  
1300-1630 Target Nth Country NE

25X1A

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TAB

16 September 1974

25X1A

MEMORANDUM FOR: [REDACTED]

SUBJECT : Clandestine Operations Orientation for DDS&T

1. This memo confirms verbal arrangements previously made. The Clandestine Operations Orientation for DDS&T Course is scheduled to take place at [REDACTED] from 18-20 September. The group will arrive at the [REDACTED] at 1030 on 18 September. No support is required other than the open bar and coffee for the students during the day. A roster of the students is attached.

2. All personnel will travel by POV. Following is a list of the drivers and their passengers and their license numbers on the cars that will be used.

DRIVER

PASSENGERS

CAR MAKE & LICENSE NUMBER

25X1A	[REDACTED]
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25X1A

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**C O N F I D E N T I A L**  
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CLANDESTINE OPERATIONS ORIENTATION FOR DDS&T

Monday, 16 September, Room 802, Chamber of Commerce Building

0830-0910	Opening Administration	[REDACTED]	25X1A OTP/FTD
0910-1030	Introduction to the Directorate of Operations	[REDACTED]	25X1A PS/PG
1045-1215	The DDO Staffs	[REDACTED]	25X1A DDO/TRO
	Lunch		
1330-1500	How a Headquarters Division Operates	[REDACTED]	25X1A C/EA Division
1520-1620	The Agency's Role in Anti-Narcotics Abroad	[REDACTED]	25X1A DDO/NARCOG

Tuesday, 17 September

0900-1020	Defectors	[REDACTED]	25X1A
25X1A 1030-1200	Station Activities	[REDACTED]	25X1A C/WH Division
	Lunch		
1330-1500	The DDO Requirement System and S&T Collection	[REDACTED]	25X1A
25X1A 1515-1615	[REDACTED]	[REDACTED]	25X1A DC/DivD

Wednesday, 18 September

25X1A 1030	[REDACTED]		25X1A
25X1A 1100-1130	Security Briefing	[REDACTED] Security Officer	25X1A
1130-1145	Welcome	[REDACTED]	25X1A
	Lunch		
1300-1500	Anti-Terrorist Operations	[REDACTED]	25X1A
1930-2130	Elements of Clandestine Activity Parts of Films: "Personal Meeting" and "Dead Drops"	[REDACTED]	25X1A

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**C O N F I D E N T I A L**

OFFICE OF TRAINING  
FUNCTIONAL TRAINING DIVISION  
OPERATIONS TRAINING

CLANDESTINE OPERATIONS ORIENTATION FOR DDS&T

16-20 September 1974

Room 802, Chamber of Commerce Building

25X1A

Training Assistant  
Room 826, C of C  
Extension 3396

25X6 Thursday, 19 September

0900-1020 Film: [REDACTED] Connection"  
and Discussion

1030-1200 S&T Field Collection

Lunch

5X1A 1330-1630 Case History - [REDACTED] Case

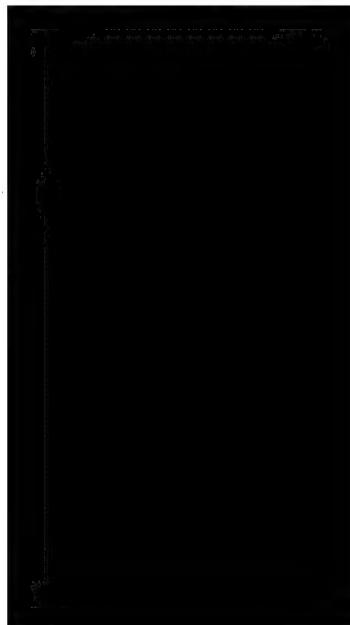
25X1A

Friday, 20 September

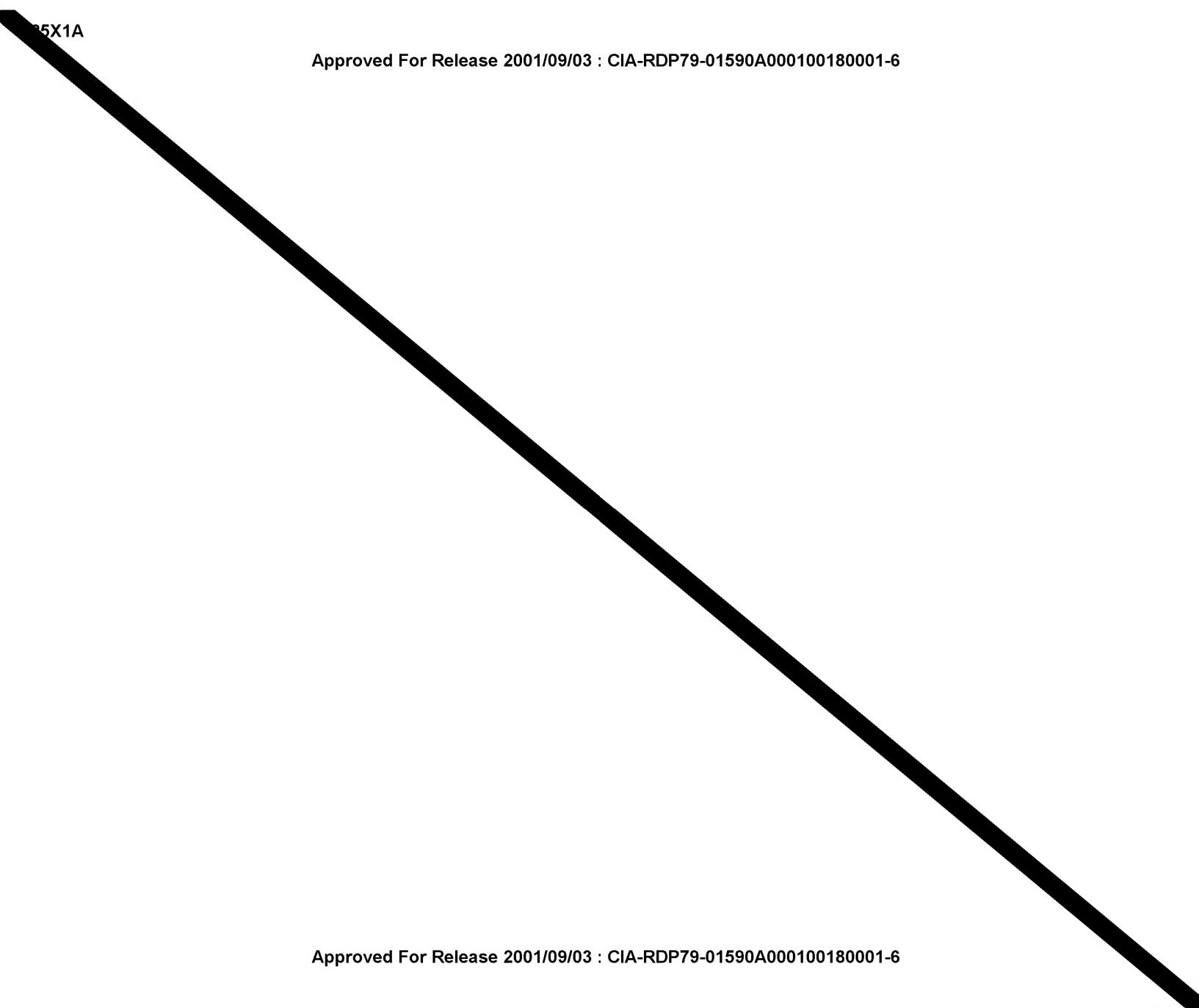
0900-1130 Evaluation of S&T Information/  
Intelligence (A Case History)

Lunch

1300-1445 CI Operations



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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	[REDACTED]		
2	Rm 826, C of C Bldg.		
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks: Tony:

Per our conversation this date, attached is a copy of my ideas on the DDO input to the CDC. I've asked [REDACTED] to coordinate the February schedule through Headquarters. Would you please check the April schedule (and add to it if you like). If it's o.k., please return and I'll put it into my overall schedule.

Thanks

25X1A

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

DD/S&T Office Directorate Courses

Room 6-E-38 Hdqrs., x6088

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)			
25X1A Course Report - DDO Operations Orientation for DDS&T			
FROM:	RECEIVED BY OFFICER		
25X1A [REDACTED] 826 C of C	[REDACTED] 5396		
DATE	8 October 1974		
TO: (Officer designation, room number, and building)	DATE	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
25X1A	RECEIVED	FORWARDED	
1. C/OT/FTD 2E-49 Hqs.	9 Oct		1-7: <i>Despite the interesting aspects of the [REDACTED] case &amp; [REDACTED]</i>
2. C/FTD 616 C of C	10 Oct		<i>discretion, 2 really do wonder about our heavy reliance on these old war stories (Same goes for the Penkovskiy Case). though there may be nothing available that can compare, still they are certified antiques. I think we must at least break into the 1970s. LW</i>
3. C/PDS/DTG 835 C of C	" 15 Oct		
4. C/PDS 1022 C of C	15 Oct		
5. DDTR 1026 C of C	10/14 10/25		
6. DTR 1026 C of C	10/15 1		
7. C/OT/FTD 2E-49 Hqs.			
8.			
9.			
10.			
11.			
12.			
13.			
14. 25X1A 826 C of C			<i>→ Agree with above! As history OK — but there must be something the DDO is proud of in this decade. —</i>
15.			